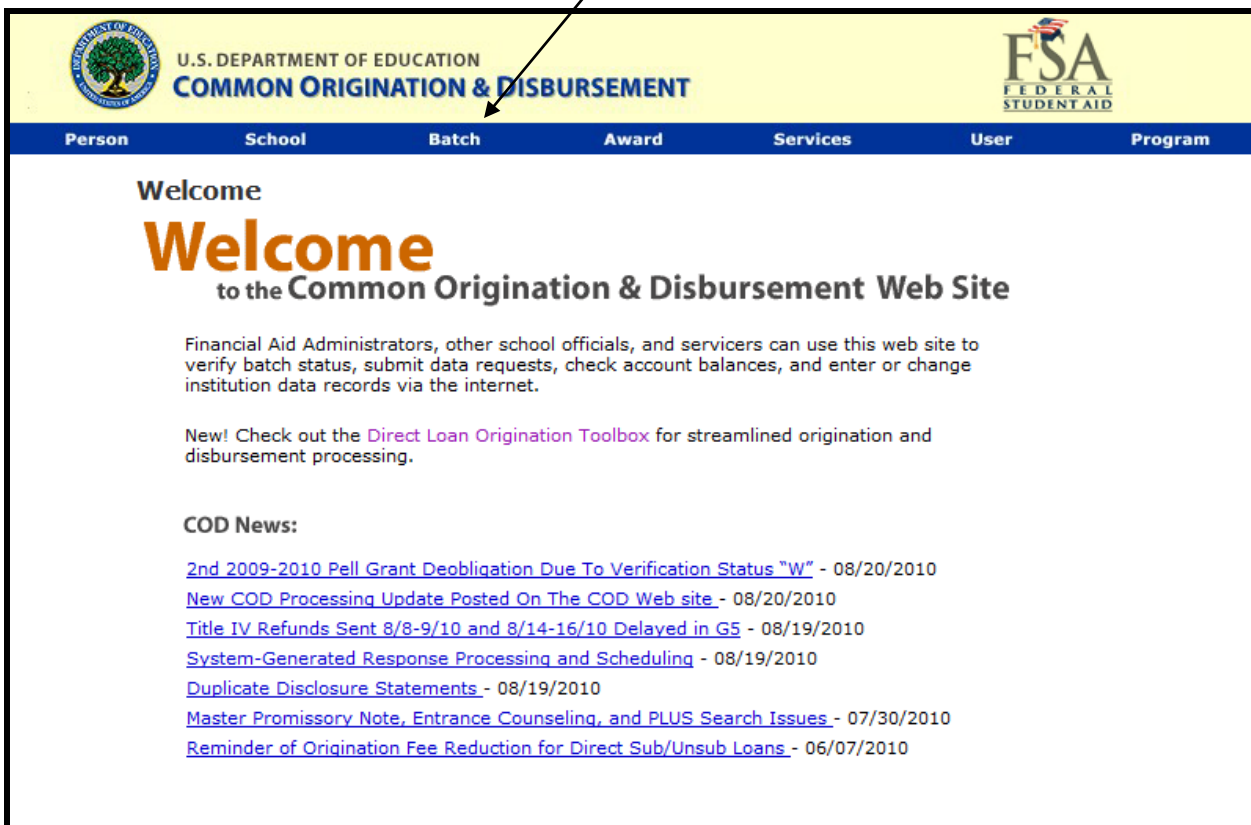


**Step-By-Step Instructions To Resolve Citizenship Status Rejects
for Direct Loan Awards
Attachment to November 2010 Foreign School Update**

To resolve citizenship status rejects for Direct Subsidized Loan, Direct Unsubsidized Loan, and Direct PLUS Loan awards, the school must correct the record through the batch search/reject correction process on the COD Web site.

1. Once logged in to the COD Web site, click on the Batch Tab at the top of the screen.



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2. Once on the Batch Search screen, enter the Document/Batch ID if known or the student's SSN.

U.S. DEPARTMENT OF EDUCATION
COMMON ORIGATION & DISBURSEMENT

FSA
FEDERAL
STUDENT AID

Person School **Batch** Award Services User Program

▼ Batch Search
▶ Action Queue
▶ Interface Rejects
▶ Grant Data Requests
▶ PLUS App Rsp Request
▶ Rebuild Search
▶ Post Data Arc Search
▶ CommonLine Search
▶ DL Origination Tool

Batch Search ? HELP

Use this screen to search for existing Batches to modify.

Batches that were submitted and processed prior to July 1, 2007 may have been archived and will no longer be available to view.

To search for Batches for a particular School, please enter the Entity ID and the date range:

Entity ID Type COD Entity ID

Batch Type All

Award Year All

Start Date October 3 2010

End Date October 3 2010

Status All

To search for a specific Batch, please enter the Document ID:

Document ID 2010-10-03T08:07:04.419

To search for all records for a particular Person, enter their SSN and Award Year by status, enter the status:

SSN

Status All

Award Year '10-'11

SEARCH

Social Security Number

The Document/Batch ID can be found on the Batch Management Screen in the Direct Loan Origination Tool.

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3. Click on the word **Rejected** under the SSN column.

| | | |
|---|---|---|
| Accepted | \$0.00 | 1 |
| 0 | | |
| Total Number of Awards Rejected | Award Amount Rejected | |
| 1 | \$0.00 | |
| Total Number of Awards Accepted with Corrections | Award Amount Accepted with Corrections | |
| 0 | \$0.00 | |
| Total Number of Duplicate Awards | Amount of Duplicate Awards | |
| 0 | \$0.00 | |
| Total Number of Awards Accepted with Warnings | Award Amount Accepted with Warnings | |
| 0 | \$0.00 | |
| Total Number of Disbursements Accepted | Disbursement Amount Accepted | |
| 0 | \$0.00 | |
| Total Number of Disbursements Rejected | Disbursement Amount Rejected | |
| 0 | \$0.00 | |
| Total Number of Disbursements Accepted with Corrections | Disbursement Amount Accepted with Corrections | |
| 0 | \$0.00 | |
| Total Number of Duplicate Disbursements | Amount of Duplicate Disbursements | |
| 0 | \$0.00 | |
| Total Number of Disbursements Accepted with Warnings | Disbursement Amount Accepted with Warnings | |
| 0 | \$0.00 | |
| Total Financial Award Accepted | Total Financial Disbursement Accepted | |
| \$0.00 | \$0.00 | |
| Total Funded Disbursement Accepted | Total Non Funded Disbursement Accepted | |
| \$0.00 | \$0.00 | |

Enter filter criteria here to narrow down your search.

SSN: Status: All Apply Filter Reset Filter

Award Type: All

| Award Year | Name | SSN | Award Type | Award No | Disb No |
|------------|----------|--------------------------------------|------------|--------------------------------|---------|
| '10-'11 | .COSLETT | 228909190 - Rejected | DLU | 001 - Rejected | |

Records 1 to 1 of 1 [Print Batch](#)

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4. Click **UPDATE RECORD**.

The screenshot shows the FSA Federal Student Aid Common Origination & Disbursement interface. The top navigation bar includes links for Person, School, Batch, Award, Services, User, and Program. The left sidebar contains a list of actions: Batch Search, Batch Information Detail, Action Queue, Interface Rejects, Grant Data Requests, PLUS App Rsp Request, Rebuild Search, Post Data Arc Search, CommonLine Search, and DL Origination Tool. The main content area displays a 'Record Errors' section for a specific record. The record details are as follows:

| Document ID | Entity Id | Award Year | Person |
|-------------------------|-----------|------------|---------------------|
| 2010-10-03T08:03:37.010 | 10000350 | '10-'11 | 228909190 (COSLETT) |

Below the record details, a 'Person Error' section is shown:

| Field | Value |
|-----------------------|---|
| CitizenshipStatusCode | 014 |
| Description | CITIZENSHIP STATUS IS NOT ELIGIBLE FOR THIS AWARD |
| Edit status | Rejected |
| Field value | 3 |

At the bottom of the error section, there are two buttons: 'UPDATE RECORD' and 'VIEW RECORD'. An arrow from the instruction 'Click UPDATE RECORD' points to the 'UPDATE RECORD' button.

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5. Scroll down, change **Citizenship** status and click Submit.

| Permanent Information | |
|---|---|
| *Last Name | <input type="text" value="COSLETT"/> |
| *First Name | <input type="text" value="KACIE"/> |
| Middle Initial | <input type="text"/> |
| *Address Line 1 | <input type="text" value="99 MAIN ST"/> |
| Address Line 2 | <input type="text"/> |
| Address Line 3 | <input type="text"/> |
| *City | <input type="text" value="ONEIDA"/> |
| *State/Province | <input type="text" value="Nebraska"/> |
| *Postal Code | <input type="text" value="65789"/> |
| Country | <input type="text" value="US"/> |
| *SSN | <input type="text" value="228909190"/> |
| *Date Of Birth | <input type="text" value="September"/> <input type="text" value="8"/> <input type="text" value="1969"/> |
| Telephone Number | <input type="text"/> |
| Email | <input type="text"/> |
| *Citizenship | <input type="text" value="Not Eligible"/> |
| School Assigned Id | <input type="text"/> |
| ~Post 9/11 Deceased Veteran Dependent | <input type="text"/> |
| Local Information | |
| Address | <input type="text"/> |
| | <input type="text"/> |
| | <input type="text"/> |
| City | <input type="text"/> |
| State/Province | <input type="text"/> |
| Postal Code | <input type="text"/> |
| Country | <input type="text" value="US"/> |
| <input type="button" value="VIEW AWARD DATA"/> <input type="button" value="CANCEL"/> <input type="button" value="COMMON RECORD"/> <input type="button" value="SUBMIT"/> | |
| ~This field relates to Pell only | |

Change **Citizenship** status.

Click **Submit**.